SUBJECT: The June Automated Directives System (ADS) Notice

Purpose

This monthly notice is divided into three sections:

Section I lists the policy notices not included on ADS CD 14, but posted to
the ADS website.

Section II pertains to ADS CD tips and ADS Chapter re-numbering.

Section III describes the ADS and provides instructions for accessing the ADS
CD.

SECTION I

Policy Notices Since ADS Compact Disk (CD) 14

All Agency personnel have access to General Policy Notices and should read and
assimilate the new policies. The notices are distributed each evening from
the Notice Sender mailbox to everyone in USAID/W and to specific mailboxes
within the Missions.

There were several USAID/General Policy Notices issued since the release of
ADS CD 14.

Please note:

   *   ADS CD 14 is accessible to ALL USAID/W employees via the Local
          Area Network (LAN). ADS CDs were mailed to the Missions on
          Thursday, 04/29/99. If you are in USAID/W and unable to locate
          ADS CD 14, please contact the IRM Help Desk for assistance.

   *   ADS CD 14 material and Policy Notices are also accessible via the
          ADS website.

ADS Intranet address: http://www.usaid.gov/ADS/

ADS Internet address: http://www.info.usaid.gov/pubs/ads

Policy Notices not included on ADS CD 14 but posted to the ADS website:

0501	05/03/1999	ADS 602, Forward Funding Policy
0511	05/12/1999	Revisions to the AID Acquisition Regulation (AIDAR)
0516	05/13/1999	Use of the Purchase Card in USAID Under $2500 Bureau/Office Administrative Budget
0521	05/17/1999	NMS Correcting Resource Codes
lanpolicy	05/19/1999	Policy - Reminder Procedures for Obtaining and Verifying Maintenance and Local Area Networks IDs
0526	05/20/1999	Automated Directives Systems: Chapter 206, Prohibition of Assistance to Drug Traffickers
0409, 0409a, 0409b & 0409c	04/08/1999	ADS 601, Funding Source Policy

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0415, 0415a      04/12/1999      ADS Chapter 591, Financial Audits of
                                 USAID Contractors, Grantees and Host
                                 Government Recipients
0426             04/17/1999      Pre-obligation Requirements, a
                                 Supplementary Reference to ADS
                                 Chapter 202
0440             04/29/1999      Changes to the On-the-Spot Awards
                                 Program
0317             03/08/1999      ADS 583, Project Funded Advances
0329             03/15/1999      USAID Policy on Tobacco
0337             03/18/1999      Restoring Annual Leave Subject to
                                 Forfeiture
0353             03/26/1999      1999 Annual Filing Requirement for the
                                 Public Financial Disclosure Report (SF-78)
                                 (Rev. 6/94)Covering Calendar Year 1998
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Electronic copies of policy notices may also be obtained by sending an e-mail to Notice Mailbox@M.AS.IRD@AIDW.

CIBs issued since ADS CD 14 are on the OP webpage:

www.info.usaid.gov/procurement_bus_opp/procurement/cib

and are available from M/OP/P, (202) 712-0610. Earlier CIBs are available in the Resource Library and on the OP webpage.

SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful tips. This month's tips pertain to scrolling through a document on the ADS CD and informing employees about the renumbering of several M/AS ADS chapters.

Part A - ADS CD Tip

Q.1   When I use the scroll bar to move through a chapter or reference on the ADS CD, my cursor stops at the bottom of the screen, not the end of the chapter or reference. Why?

A.1   This format allows the reader to easily access and review specific sections versus having to scroll through the entire document to find a particular policy/essential procedure statement. This format is especially helpful when the document is lengthy.

Q.2   What if I want to scroll through the entire ADS chapter or reference on the ADS CD?

A.2   Not a problem. The "double arrows" in the lower right corner of the CD

screen are the answer. These arrows allow you to bring up the previous or next record. Clicking on the arrows also allows you to move through the entire document.

Q.3   How can I copy material from the CD to a Word document or e-mail?

A.3   To copy highlighted text, click on either the "Copy to Clipboard" or "Append to Clipboard" icon. These icons are located on the top toolbar. "Copying" replaces any previous material on the clipboard, while "Appending" adds the new material to the old. Selections can then be pasted into other (Word, e-mail, Excel, etc.) applications.

Part B - RENUMBERING of M/AS/IRD and M/AS/CPD Chapters

The following ADS chapters were recently renumbered because of a reorganization within M/AS. The renumbered chapters appear on the ADS website.

OLD Chapter Number	Title	NEW ADS Chapter Number
509	CORRESPONDENCE MANAGEMENT	503
511	FREEDOM OF INFORMATION ACT	507
513	PRIVACY ACT - 1974	508
509	RESERVED	
512	MANDATORY CLASSIFICATION REVIEW	510
511	RESERVED	
507	AGENCY PRINTING AND GRAPHIC SERVICES	512
508	MAIL MANAGEMENT	513

Section III

The following information has been updated to include Series 600 in the list of ADS Series.

What is the ADS?

The ADS sets forth the Agency's policies and essential procedures, as well as mandatory and supplementary informational references. It contains six functional series, interim policy updates, valid USAID Handbook chapters, a resource library, and a glossary.

The *functional series* consist of ADS chapters that have been written in a standardized format. The six functional series are as follows:

        Series 100   Organization and Executive Management
        Series 200   USAID Program Assistance
        Series 300   Acquisition and Assistance Agreements
        Series 400   Personnel
        Series 500   Management Services
        Series 600   Budget and Finance

The *Interim Updates* are USAID/General Policy notices that are not yet in the standardized format. Over time, the Interim Updates will be incorporated into the appropriate ADS chapter.

The *USAID Handbook Series* provides the few Handbook chapters that are still valid, and serves as a cross reference between the Handbooks and ADS chapters in the functional series.

The *Resource Library* contains the Mandatory and Supplementary References. Mandatory References are the Government's regulations and other material that the Agency must follow. Supplementary References provide helpful information pertaining to the Agency's policies and procedures.

The *Glossary* defines terms found in the functional series.

The ADS is updated quarterly via a CD. The latest version of the ADS CD (formerly known as DR-CD) is 14.

<u>How Do I Access the ADS?</u>

The ADS in its entirety is located on the ADS CD. If you are in USAID/Washington, please follow the steps listed below. If you are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

      Step 1.   Click on the Windows Start Button
      Step 2.   Click on "NetApps"
      Step 3.   Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower. The steps from here on are the same as they were when you used Windows 3.1.

      Step 4.   Click on ADS
      Step 5.   Click on the Run button

If you do not see the ADS CD listed, please click the "Search" button located in the bottom left hand corner of the gray box that appears on your screen. The system will then update your list of CDs. The gray box will disappear from the screen for a moment and then the ADS CD will appear. If the ADS CD does not appear, please close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the Intranet and the Internet. These sites currently do not contain the valid handbook chapters, but a list of which handbook chapters are still valid is included on the ADS website. Additionally, the Internet (unlike the Intranet) does not have the Personnel Series (400) and Interim Updates for Series 100, 400 and 500.

USAID/General Policy Notices are placed on the websites either as Interim Updates or as a new or revised ADS chapter (replacing the old chapter, if any), usually within 72 hours of their issuance. Therefore, the ADS websites will reflect policy updates sooner than the ADS CD. Access to the ADS material may be obtained by accessing:

    1. The ADS Intranet home page is found by accessing the USAID Intranet home page at: http://www.usaid.gov - Then click once on the word "ADS" This link will take you to the USAID Intranet home page.

    2. The ADS Internet home page is found by accessing the USAID Internet home page at: http://www.info.usaid.gov/ - The reader must then click once on the phrase "Publications/Partner Resources." Next, scroll down to "ADS: Automated Directives System -- Formerly the USAID handbooks" header. Click once on this phrase and it will take you to the ADS Internet Home page: http://www.info.usaid.gov/pubs/ads.

You may also request an electronic copy of a Policy notice by sending an E-mail to Notice Mailbox@M.AS.IRD@AIDW.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.

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